

EMPLOYMENT APPLICATION

Village of Waterford
123 North River Street
Waterford, WI 53185

The Village of Waterford is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, nationality, disability, veteran status, or any other status protected under local, state or federal law.

PLEASE PRINT IN INK

(Application must be completed in full, even if attaching a resume.)

Date:

Position Applied for:

How did you hear about the Village of Waterford? (circle one)

Waterford Post

Website

Walk-in

Highlighter

Current Employee

Other: _____

APPLICANT DATA

Full Name

Last

First

Middle

Address

City

State

Zip

Telephone ()

Alternate Number ()

E-mail Address

Social Security Number

GENERAL INFORMATION

Type of employment desired:

☐ Full-time

☐ Part-time

☐ Temporary

☐ Seasonal

Date available to start: _____

Salary desired: _____

Have you ever applied for employment with the Village of Waterford?

☐ Yes

☐ No

If yes, give date and location: _____

Have you ever been employed with the Village of Waterford?

☐ Yes

☐ No

If yes, give date and location: _____

Are any of your relatives presently employed with the Village of Waterford?

☐ Yes

☐ No

If yes, give name, relationship and location: _____

GENERAL INFORMATION con't

If you are under 18 and we require a work permit can you furnish one?

☐ Yes ☐ No

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?

☐ Yes ☐ No

Have you ever been convicted of a crime?

☐ Yes ☐ No

(A conviction record will not automatically bar you from employment and will only be considered as it relates to the particular job in question.)

If yes, please explain: _____

Are any criminal charges or proceedings pending against you?

☐ Yes ☐ No

(A pending criminal charge will not automatically disqualify you from employment and will only be considered as it relates to the particular job in question.)

If yes, please explain: _____

Have you ever been discharged from any employment or asked to resign?

☐ Yes ☐ No

If yes, please explain: _____

Can you with or without reasonable accommodation perform the essential functions of this job?

☐ Yes ☐ No

Do you have a valid Driver's License?

☐ Yes ☐ No

Do you have a valid Class B CDL? (for positions that require driving only)

☐ Yes ☐ No

Are you presently employed?

☐ Yes ☐ No

If yes, may we contact your present employer for references?

☐ Yes ☐ No

If no, please explain: _____

EDUCATION

High School:

Address: _____

of Years Completed: _____

Did you graduate?

☐ Yes ☐ No

GPA: _____

Class Rank: _____

College/University:

Address: _____

of Years Completed: _____

Did you graduate?

☐ Yes

☐ No

Degree: _____

Major: _____

GPA: _____

Class Rank: _____

Other:

Address: _____

of Years Completed: _____

Did you graduate?

☐ Yes

☐ No

Degree: _____

Major: _____

GPA: _____

Class Rank: _____

Have you received any job-related training in the United States Military?

☐ Yes

☐ No

Please describe: _____

Describe any specialized training, apprenticeships, certifications, licenses or skills: _____

EMPLOYMENT HISTORY

Begin with current or most recent position and continue with all past employment, attach additional sheet if necessary.

Employer 1

Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____ Position(s) Held: _____

Employer: _____ Address: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

Employer 2

Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____ Position(s) Held: _____

Employer: _____ Address: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

Employer 3

Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____ Position(s) Held: _____

Employer: _____ Address: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

NOTIFICATION AND AGREEMENT

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is true and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I agree that the Village of Waterford shall not be held liable in any respect if I am denied employment or my employment is terminated because of false statements, answers or omissions made by me on this Application for Employment or any other document.

It is the policy of the Village of Waterford to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, gender, national origin, marital status, expunged juvenile records or pregnancy and to afford equal opportunities to disabled veterans, veterans of the Vietnam Era, and individuals with a disability and any other characteristics protected by Federal, State or Local law.

I understand that submission of an application does not guarantee employment. I further understand should an offer of employment be extended by the Village of Waterford that such employment with the Village of Waterford is At Will, for no specified duration and may be terminated by either the Village of Waterford or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions or statements of the Village of Waterford or its representatives used during the employment process is deemed a contract of employment, real or implied. I understand that no representative of the Village of Waterford except the Village Administrator has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Village Administrator of the Village of Waterford.

I understand that if offered a position with the Village of Waterford, I may be required to submit to a pre-employment medical examination, drug screening and/or background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

In consideration for employment with the Village of Waterford, if employed, I agree to conform to the rules, regulations, policies and procedures of the Village of Waterford at all times and understand that such compliance is a condition of employment.

I understand that this application is considered current for thirty (30) days. If I wish to be considered for employment after this period, I must fill out and submit a new application.

I authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to the Village of Waterford and/or any of its representatives, agents or vendors. I understand that the information may include but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I fully release and discharge, absolve, indemnify and hold harmless all parties involved from any and all claims, liability, demands, causes of action, damages or costs including attorney fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the party disclosing such facts knows are untrue.

I acknowledge that, in the event I am a finalist for the position to which I am applying, my application may be a matter of public record, pursuant to Wisconsin's Open Records Law (Wis. Stat. § 19.36), and may be subject to disclosure.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied by me on this application and any other accompanying or required documents.

APPLICANT SIGNATURE _____

DATE _____